

ASSISTANT  
GS-0301-12

## I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). This position provides a staff assistant to an ETA executive, performing a wide variety of recurring and non-recurring assignments and special studies and projects.

## II. MAJOR DUTIES AND RESPONSIBILITIES

Assists the executive and his/her key staff in significant management planning, policy and decision-making sessions. Analyzes issues, goals, and initiatives. Recommends options during managerial planning and policy formulation. May review high-level requests received from the White House, Executive Offices, Congress, State and local government officials and assure that timely, appropriate responses are made.

Expedites priority projects. Assists in the development of courses or plans of action for accomplishing such assignments. Investigates issues to establish the nature and scope of identified problems, and define the array of alternative methods and techniques available to resolve them. Performs or participates in a variety of special assignments and projects which cross program lines of authority and which may be of a sensitive or high-priority nature.

May represent and speak for the executive in informal circumstances. In meetings with management officials, recommends actions or commitments which reflect the goals, objectives, and views of the executive. May perform public information duties. Ensures the development of briefing information for the executive on evolving issues of concern.

## III. FACTORS

Factor 1 – Knowledge Required by the Position	FL 1-7	1250 pts.
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Knowledge of Federal and agency regulations; knowledge of the programs and missions of the executive's organization; as well as knowledge of pertinent laws, regulations, and policies related to the executive's organization to consider their impact on programs.

Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.

Skill in applying analytical and evaluative methods and techniques in developing of new procedures and approaches to identify and resolve significant issues and problems of a unique

nature.

Ability to communicate effectively to make recommendations to management and brief them.

Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The incumbent is responsible for planning and organizing studies and conducting all phases of projects. This frequently involves definitive interpretation of regulations and procedures, and the initial application of new methods. The incumbent informs the executive of potentially controversial issues. Completed projects are reviewed by the executive for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

FL 3-4

450 pts.

Guidelines consist of broadly stated mission objectives and Federal regulations. The incumbent conducts extensive analysis and interpretation in applying the provisions of the numerous and complex guidelines. Independent research is conducted to determine the applicability of the guidelines for many unique and difficult assignments and modify them accordingly.

Factor 4 – Complexity

FL 4-4

225 pts.

The work involves many different and unrelated work processes and methods including researching rules and regulations affecting the executive's programs, analyzing data gathered, and preparing reports with recommendations. The work may require frequent modification of qualitative and quantitative analytical techniques for conducting studies and establishing criteria for information collected. The incumbent utilizes existing policy and established methods to determine what needs to be done and develops methods for collecting and assessing the information gathered.

Factor 5 – Scope and Effect

FL 5-4

225 pts.

The incumbent is responsible for all phases of assignments. The work has a major impact on the efficiency and effectiveness of operations that contributes to overall productivity of the executive's organization. The work involves studies of administrative and managerial processes and procedures to assess and subsequently refine the productivity, effectiveness, responsiveness, and efficiency of program operations. The issues involved may cross organizational lines or geographical areas. The studies performed could affect the administrative methods of the managerial processes of the executive's organization.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Level 3.c.

180 pts.

Contacts are with persons throughout and outside the executive's organization and with high level

program officials in a moderately structured setting. The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The incumbent may encounter resistance due to organizational conflict, competing objectives, or resource problems.

Factor 8 - Physical Demands

FL 8-1

5 pts.

No unusual physical exertion is required.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2790 pts.

#### IV. UNIQUE POSITION REQUIREMENTS